MEMORANDUM

To: Angus Smissen, General Manager

Copy

From: Geoff Ryder, Manager, Sales and Distribution

Date

Records ref. no.

Subject: Restructure

Gus,

Some of the department managers believe that ValleyView has grown willy-nilly over the past decade and that the number and configuration of staff may not suit the current strategy and goals of the organisation.

With the rapid changes in communication technology affecting the publishing industry, we need to ensure the company keeps pace and is able to maintain its market share into the future.

Some of the managers believe a restructure of the organisation is needed. They understand that this would affect all staff and may involve people moving to new departments. Some jobs would have to be redesigned and some staff would need retraining. It might even involve redundancy. With the imminent retirement of George Van Heusen, it seems like now would be a good time to start thinking about this.

Although the managers know they have your support to implement a restructure, they believe an outside consultant should be engaged to help the restructure to occur smoothly.

Could I meet with you over the next few days to discuss this?

Geoff